

# Wilderness Volunteer Fire Department, Inc.

119 E. Mount Lookout Rd. Mount Lookout, WV 26678

Station: (304) 872-6339 - Fax: (304) 872-7124



## **Inventory Management Policy**

### **1. Inventory Tracking & Management**

#### **a. Property Management**

- i. All items purchased, supplied, and/or managed by Wilderness Volunteer Fire Department, Inc. (WVFD) shall be considered as assets to the department. All properties managed shall be solely responsible by the membership to supply the success and longevity of the property and ownership.
- ii. Property is utilized on a conservative basis to help reduce and eliminate any unnecessary waste or product and property consumption.
- iii. All Inventory Counts, regardless of nature, may be subject assignment outlined by duty descriptions.

#### **b. Equipment Disposition**

- i. The majority of WVFD property is assigned to an apparatus, the station, or the membership. Each item shall be tracked and logged accordingly to its purpose.

#### **c. Inventory Tracking**

- i. All electronic and non-electronic devices, such as Radios, Pagers, Gear, Air Pack/SCBA, Mobile and Portable Equipment, as well as Disposable Items, Medications, Supplies, etc. shall be logged into their own specific tracing resources; via serial number, code, type, quantity, etc.
- ii. Equipment must be safeguarded to protect against theft, loss, and damage. All equipment must be assigned to a member, apparatus, or station; and logged in the departments inventory management system. Additionally, equipment must be secured in a safe location when not in use.
- iii. To further fulfill this purpose, the department will subject the following inventory counts:
  1. Medications and Medical Supplies – Every 15<sup>th</sup> Day of the Month. Conducted by the duty crew assigned the day of.
  2. Duty Crew Truck Check – Daily by each crew member.
  3. Radio, Pager, and Electronic Equipment – Once every year, and/or asset tracking upon change of membership.
  4. Gear and Membership Uniforms, etc. – Should be conducted Bi-Quarterly or at least once per year by the general membership.
  5. Vehicle Tracking – Shall be completed once every year, to comply with equipment, testing, and capabilities as outlined by the WV State Fire Marshals Office.
  6. Training & Records – Shall be completed Quarterly by the administrative staff.

#### **d. Inventory Replacement / Out of Service**

- i. In the event department property becomes broken, damaged, misplaced, etc. or has come to an end-of-life expectancy, these cases shall be notified to the department management for resolution immediately.

## 2. Maintenance

The proper maintenance and logging of preventative maintenance shall be a top priority of the department and its membership. The following guidelines are in place to help organize these practices.

### a. Weekly Maintenance

#### i. Monday Night / Drill & Training

1. 7pm every week, excluding non-meeting nights, all mainline apparatus (engines, tankers, rescues, ambulances, etc.) shall have a weekly inspection log conducted and documented.
2. Vehicle Tracking Logs shall be housed on each apparatus, and contain the vehicle documents: registration, insurance, etc.
  - a. Driver Logs shall be maintained after each run, or anytime the vehicle is utilized.
  - b. Maintenance Logs shall be recorded and maintained after any intervention, such as adding fluids, changing out equipment, and any other mechanical log that was conducted on the apparatus. These files shall be placed in the same folder that houses the mileage log and truck check list.
3. Equipment Check should be periodically conducted to inspect equipment for issues, errors, or deficiencies. At a minimum the Duty Crew EMS Apparatus shall be inspected daily; Fire Apparatus shall be inspected weekly; Disposable and Non-Disposable Equipment shall be inspected weekly – such as, fire gear, medical supplies and medications, radios, pagers, rescue equipment, and other operational supplies and equipment.

### b. Annual Maintenance

- i. Hose Testing – Conducted in the Spring of each year.
- ii. Ladder Testing – Conducted in the Spring of each year.
- iii. Engine/Pump Testing – Conducted in the Spring/Summer of each year.
- iv. SCBA / Air Packs and Masks – Conducted in the Summer/Fall of each year.
- v. Rescue Tool Servicing – Semi-Annual, conducted in the Summer/Fall.
- vi. Chainsaw & Wildland Tools – Annually conducted in the Fall.
- vii. Vehicle Inspections – WV DOT (WV Dept of Transportation) Certification – Conducted in the Fall of each year.
- viii. Vehicle Inspections – WVOEMS (WV Office of Emergency Medical Services) License – Conducted Annually.
- ix. Vehicle Inspections – WVSFMO (WV State Fire Marshal's Office) – Conducted Annually.
- x. SCBA Cylinders – Conducted every 4-5 years, depending on NFPA and manufactures suggestion.
- xi. Radio/Pager/Electronics Maintenance – Conducted at the time a discovery is made to suggest repairs, upgrades, etc.

- c. Special Clause – All equipment is serviced and maintained before and after usage. Any deficiencies noted shall be immediately addressed. At no time shall any equipment be utilized if it poses an immediate threat for causing errors or life-threatening situations.